

VOLUNTEER OPPORTUNITY

_____ is an affirmative action employer with equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Position Title:
Section/Unit:
Salary Range: **Volunteer**
Location:

Classification:
Number of Vacancies:

Description of Activities

Under the direction of the _____, the volunteer will function as a positive role model to high school students; provide career guidance; and help to increase the student's self-esteem. The volunteer has ongoing communication with students, teachers, parents, School Partnership Program Coordinators, and public school administrators. Volunteer Opportunities include mentor, tutor, guest speaker, career counselor Teaching Assistant and other volunteer activities as requested by the school.

Desirable Knowledge, Skills, Abilities

Knowledge of:

- The department's organization, policies and philosophy (Mission and Values, Affirmative Action and Sexual Harassment policies).
- Departmental and state career paths and career development techniques.
- How to effectively use positive helping skills (empowering) versus behaviors which intend to help but have a negative effect (enabling).
- How to successfully interact with students from a variety of cultural, ethnic, racial and socio-economic backgrounds.

Ability to:

- Serve as a positive role model to students by exhibiting exemplary behaviors.
- Use good judgment when interacting with students and maintain a professional manner in difficult situations.
- Serve as a resource person and confidant when students have personal, job and educational problems and questions.
- Advise and coach students in the development of specific job skills, effective work behaviors and how to function in the work environment.
- Give students constructive feedback on observed behavior and reported job performance.
- Establish and maintain ongoing contact with students, school faculty, school volunteer coordinators and parents to discuss student progress and obtain feedback as needed to ensure the students success.
- Participate in mentor training and support group meetings, share resources and experiences, and seek information and assistance to resolve questions or problems related to students and the role of the mentor.
- Maintain a journal of mentor activities to record mentor experiences and periodically share this information with supervisors, school faculty and program coordinators.

If you are interested in becoming a mentor or would like to be involved in another type of volunteer activity, please contact the _____ at _____